

## **Mobile Home Moving Permit Requirements**

**Certificate of Insurance:** \$500,000 General Liability from the Moving Company.  
Certificate Holder: Tippecanoe County Board  
of Commissioners.

If Auto Liability is used, then we need a copy of that  
portion of the policy that states that the county right-of-  
way will be covered if it is damaged.

**Tax Release Form:** Obtain this from the Treasurer's office on used mobile homes.

**Fee:** \$20.00 - Mobile Home                      Checks made payable to the  
\$20.00 - Modular Home per section.              Treasurer of Tippecanoe County.

**Drive:** Need to also apply for an existing drive or a drive permit if the home is **not** going into  
a mobile home park or out of Tippecanoe County.

**Requirements:** A mobile home permit is required for all mobile homes 10 feet or wider.

*Prepared by the Tippecanoe County Highway Engineering Department  
20 North 3<sup>rd</sup> Street  
Lafayette, IN 47901*

*(765) 423-9210*

APPLICATION FOR PERMIT TO TRANSPORT OVERSIZED MOBILE HOME

Tippecanoe County Highway Engineering Dept.  
Tippecanoe County Office Building  
20 North Third Street  
Lafayette, Indiana 47901

\_\_\_\_\_  
Owner\_\_\_\_\_  
Address\_\_\_\_\_  
Transported By:\_\_\_\_\_  
Address\_\_\_\_\_  
Date

I hereby make application for a permit to transport the following described oversize mobile home over the County roads indicated below. (If the vehicle is to be transported over state highways or city streets, permission must be obtained from the proper state highway or city authorities.)

DESCRIPTION OF VEHICLES

Length \_\_\_\_\_ Width \_\_\_\_\_ Serial No. \_\_\_\_\_

DESCRIPTION OF ROUTE

The above mobile home will be transported from (give the origin of load \_\_\_\_\_  
Over the following route.\*)

From: \_\_\_\_\_ to \_\_\_\_\_ over County Road \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ over County Road \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ over County Road \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ over County Road \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ over County Road \_\_\_\_\_

To Destination \_\_\_\_\_

Charge: Per Ordinance No. 2002-40-CM

Make check payable to Treasurer of Tippecanoe County and forward to the Tippecanoe County Highway Engineering Department, Tippecanoe County Office Building, 20 North Third Street, Lafayette, Indiana 47901.

It is necessary to transport the above vehicle over County Highways for the following reason:

\_\_\_\_\_

\*It is understood that if this permit is granted it will apply to County Roads and not State Highways or City Streets.

NOTE: The applicant may secure application forms from the Tippecanoe County Highway Department. The application properly filled out should then be submitted to the County Engineer for review.

(OVER)

GRANT OF PERMIT TO TRANSPORT OVERSIZED MOBILE HOMES

The County Highway Engineer hereby grants to \_\_\_\_\_,  
a permit to transport an oversized mobile home over County Road(s) \_\_\_\_\_  
as described in the Application for Permit to Transport Oversized Mobile Homes over County Roads.

Permittee shall take all necessary precautions to assure a smooth, safe moving operation.

Permittee shall provide all necessary barricades, flagmen and warning signs, and shall see that traffic is not delayed any longer than is necessary to complete this move. All moving operations are to take place between the hours of 9:00 AM and 3:00 PM. This permit does not permit movement at night or on the weekend. In addition to lead car, a follow-up car shall be used, when requested. Both vehicles shall be equipped with flashers, a uniformed policeman, when requested, shall be positioned ahead of the moving vehicle at cross-roads or other passing points, to detain or detour traffic until after the moving vehicle has passed. In no case, will the detention of traffic for more than fifteen (15) minutes, or for an accumulation of more than five (5) vehicles be permitted.

Follow-up car needed: Yes \_\_\_\_ No \_\_\_\_ Uniformed Policeman needed: Yes \_\_\_\_ No \_\_\_\_

It is also understood and agreed that the Permittee is liable for any and all damages that occur to the highways, as well as other personal and/or property damage that occurs in connection with this movement. If damage occurs, Permittee shall repair same to a condition satisfactory to the County Highway Engineer and the County Highway Supervisor. Permittee shall carry adequate insurance (Personal Liability and Property Damage) to cover any loss or damage which may occur as a result of this moving operation.

Permittee shall, at their own expense, notify all utilities affected by this moving operation and pay for all necessary relocation of the utilities services.

No trees are to be trimmed or cut to permit passage, without first receiving permission of the property owner and the Tippecanoe County Highway Department.

Permittee shall notify all emergency type operations, such as: Fire Department, Sheriff's Department, State Police, etc., informing them of said moving operation and the period of time which specific roads will be closed to their services.

If the above mentioned moving operation is not completed on or before \_\_\_\_\_  
This permit shall be of no further force and effect.

The terms of this permit shall be considered as supplementary to other laws and regulations which apply to the type and class of move involved. In no case, will the start of any be permitted until all of the necessary permits have been acquired and the provisions been made to comply with all the applicable laws and regulations.

This permit will become effective when signed by a responsible member of the firm engaged in the moving operation and approved by the Tippecanoe County Highway Engineer.

The above conditions are hereby accepted, understood and agreed to:

APPLICANT: \_\_\_\_\_ INSURANCE CO. \_\_\_\_\_  
(Name of Transport Company)

\_\_\_\_\_  
(Signature & Position of Representative) POLICY NO. \_\_\_\_\_

\_\_\_\_\_  
(Printed Name of Representative)

\_\_\_\_\_  
(Address of Company)

\_\_\_\_\_  
(Phone No.)

PERMIT APPROVED BY:

\_\_\_\_\_  
Stewart W. Kline, P.E., Executive Director  
Michael J. Spencer, Assistant Executive Director  
Tippecanoe County Highway Department